

DUTY STATEMENT*Box reserved for Personnel Section*

	3001#	Analyst Approval	Date
Employee Name	Division		
Position No / Agency-Unit-Class-Serial 475-550-8338-xxx	Branch Mental Health Services Oversight and Accountability Commission (MHSOAC)		
Class Title Health Program Specialist I	Unit Program Operations Plan Review		
Location Sacramento	Supervisor's Approval (Signature)		Date

BRIEFLY (1 or 2 Sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Deputy Director of Evaluation and Program Operations and supervision of the Chief of Program Operations, and in close consultation with the Consulting Psychologist, the HPS has primary responsibility for managing the Mental Health Services Oversight and Accountability Commission's review of the County Mental Health Service Act (MHSA) Three-Year Program and Expenditure Plans and Annual Updates, and MHSA annual Revenue and Expenditure Plans. The HPS supports the MHSOAC review and approval of county Innovation project workplans. Key responsibilities include: (a) review and analysis of county MHSA plans and reports, (b) research of plan submittals and preparation of position papers and policy recommendations for consideration by the MHSOAC to brief the Legislature, the Administration, relevant State agencies, and the public; (c) consultation with the Counties including the California Behavioral Health Directors Association (CBHDA), relevant state agencies, the California Mental Health Services Authority (CalMHSA), service providers, interested stakeholder groups, providers of mental health training and technical assistance, and others engaged in and affected by public mental health.

PERCENTAGE OF TIME PERFORMING DUTIES

INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)

50%**Review of Counties' MHSA Plans and Reports.**

The HPS is a subject matter expert on county MHSA programs and activities and is knowledgeable about the MHSA, including the Adult and Children's Systems of Care, as well as relevant guidelines and regulations. The HPS reviews counties' MHSA Three-Year Program and Expenditure Plans and Annual Updates, MHSA annual Revenue and Expenditure Reports, and other county-submitted documents and reports, to assess trends, identify potential policy issues, recommend potential areas for training and technical assistance, inform evaluation priorities, support quality improvement at all levels, and communicate to diverse constituents and decision-makers. Maintains MHSOAC data on MHSA programs and expenditures. Develops methods and builds relationships to assess and analyze trends in MHSA program implementation in support of the Commission's oversight and accountability responsibilities. Analyzes and communicates information in verbal and written form about trends in counties' plans and programs to support statewide priorities for training and technical assistance. Reviews County Innovation plans and makes recommendations regarding funding approvals to the Commission.

25%	<p>Field work and technical assistance, including on-site inspections and collateral visits to County Mental Health Programs funded through MHSA.</p> <p>Conduct site visits of county-funded mental health programs to gather information regarding mental health programs, policies and outcomes. Provide technical assistance and consultative support to counties and community mental health providers and stakeholders. Occasional over-night travel may be required.</p>	
10%	<p>Policy Papers, Presentation, and Recommendations</p> <p>Based on qualitative and quantitative research, and informed by a broad range of stakeholders as well as evaluation data, the HPS writes position and policy papers and creates presentations for the MHSOAC. Papers and policy recommendations are intended for use to brief the Legislature, the Administration, and relevant State agencies, as well as a broad range of interested Counties, service providers, stakeholder groups, and the public.</p>	
5%	<p>Meeting Support</p> <p>The HPS facilitates and provides support for MHSOAC meetings that work with diverse groups of stakeholders with varying viewpoints and goals. Arranges logistics for meetings, prepares agendas and secures presenters. Works closely with MHSOAC committees, subcommittees and work groups, as necessary and useful. Duties include working closely with commissioners, committee members, and stakeholders as needed.</p>	
5%	<p>Contract Management</p> <p>The HPS will develop, review, and analyze, stakeholder contracts. The HPS provides guidance and consultation to contractors to insure that deliverables are submitted in a timely and satisfactory method. The HPS problems solves with contractors around compliance issues, reviews and approves deliverables and invoices.</p>	
5%	<p>Miscellaneous:</p> <p>The HPS represents the MHSOAC at meetings with governmental (Department of Health Care Services, Department of Public Health, Office of Statewide Health, Planning, and Development, other state departments, county groups California Mental Health Planning Council), CBHDA, CalMHSA, and community groups, and advocates. The HPS performs unique, high-level assignments to support and advance the mission of the MHSOAC and will also field calls from other state Departments and Commissioners. The HPS will tactfully handle complaints regarding system deficiencies in the mental health system and provide referrals to the appropriate agencies.</p>	
<p>I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:</p> <p>Employee Signature:</p>		<p>Date:</p>
<p>I certify that the above accurately represent the duties of the position:</p> <p>Supervisor Signature:</p>		<p>Date:</p>
<p>PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:</p>		
<p>Transaction #:</p>		<p>Date Approved:</p>